

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. C-299-APAGE
NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY POLICE DEPARTMENT

Central Records Bureau

AGENCY		DIVISION
Item No.	Description	Retention
1	<p><u>INVESTIGATION AND OFFENSE REPORTS</u></p> <p>This file is composed of typed narrative reports from the investigating officers to the Chief of Police concerning investigations of complaints. Information covers the event and results of the investigation (closed, active, unfounded, or cleared by arrest). Reports are reviewed and approved by the commanding officer after which they are filed in the Police Central Records Bureau.</p> <p>Motor vehicle accident reports are also included, as are radio records.</p>	<p>Retain all reports and the radio records for one (1) year, then microfilm and destroy originals; retain microfilm for twenty-five (25) years; then transfer to the Hall of Records.</p>

Schedule approved by Department, Agency or Division Representative

Edgar M. Patch, Jr.

Signature

Central Records Manager

Title

6/16/77

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

7/13/77
DateEdward H. Bogen
Archivist

Date

Secretary